How to Submit a Pre-Approval

In Emburse





Julie Galgano

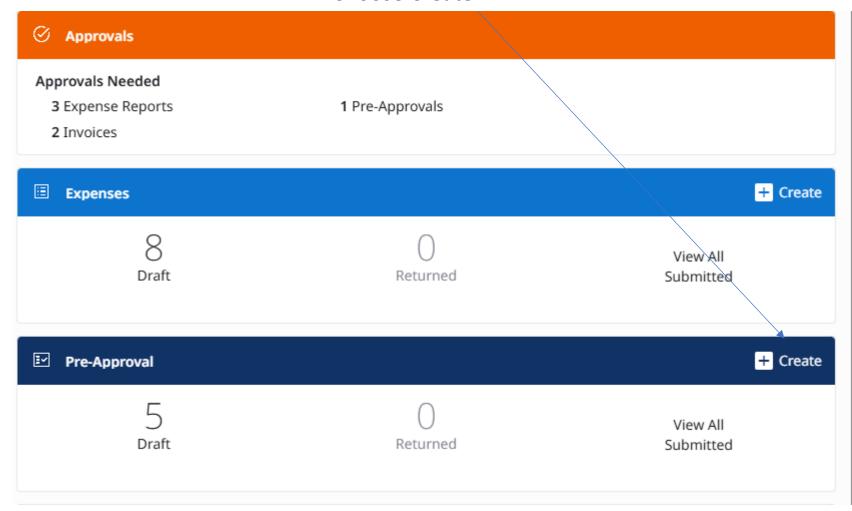
Yavapai Community College

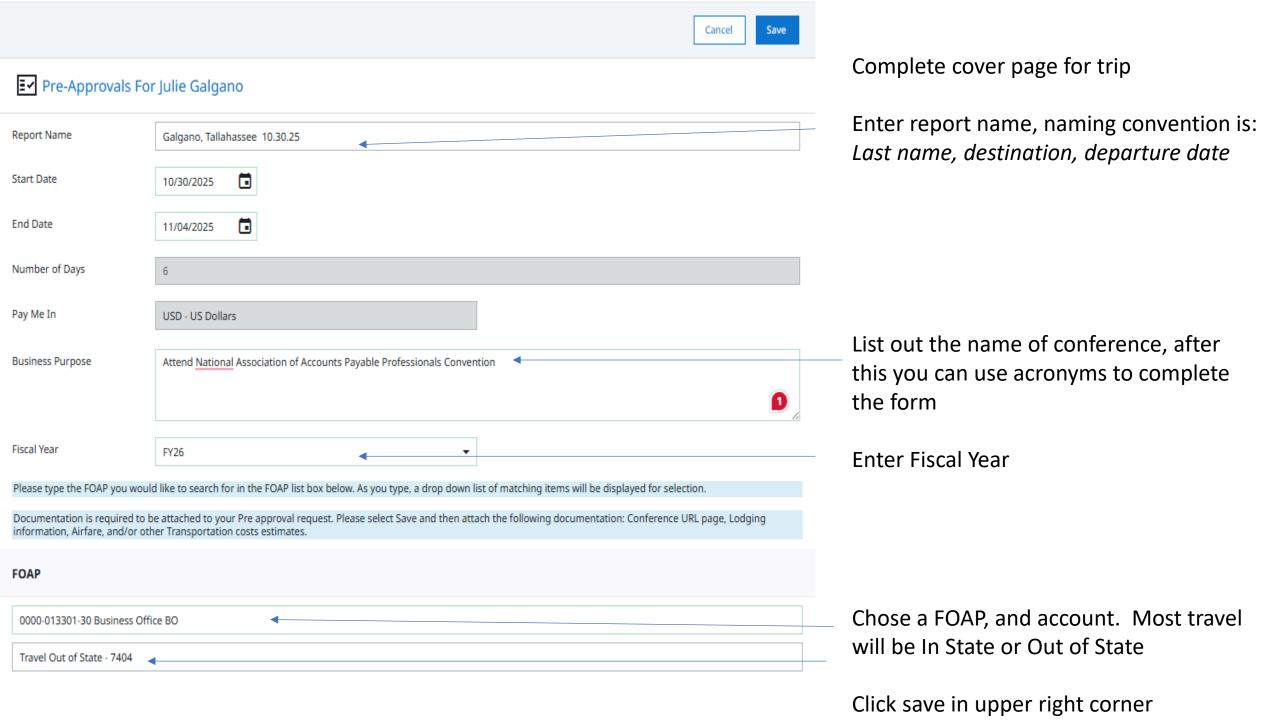


Hello Julie, Welcome to your Expense and Invoice System.

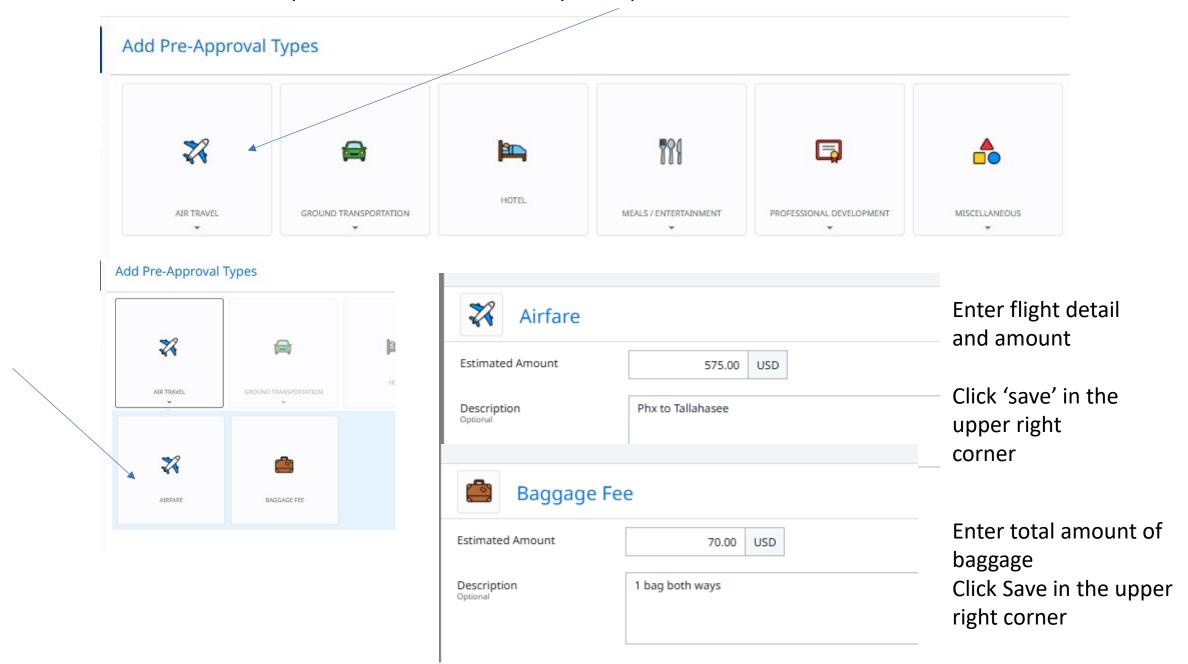
Check to see you are in the profile of the traveler

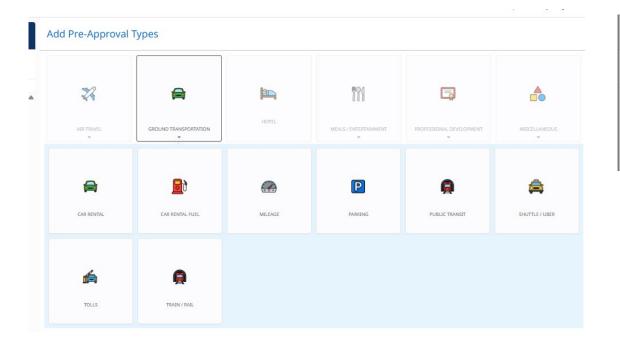
Choose Create

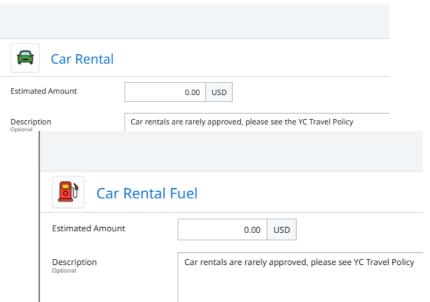




Chose from the tiles what expenses are associated with your trip







Mileage 10/23/2025 Estimated Amount 134.21 USD To: Phoenix Sky Harbor International Airport (PHX), Sky Harbor Boulevard, Phoenix, AZ, USA Description To: 526 Canyon Springs Road, Prescott, AZ, USA Home to Phx Sky Harbor- round trip - less my normal comute Rate 0.655 Miles 210.90 A Calculate Mileage Commute Miles 6.00 Distance

Enter actual
To/From location
addresses

Include a
description/reason for
travel
Commute miles do not
have to be deducted on Pre
Approval

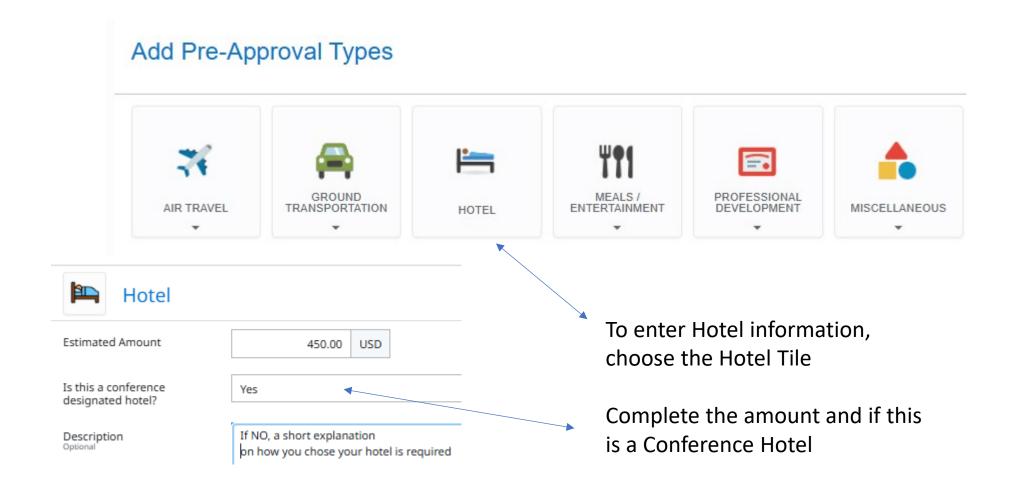
Transportation - Be sure to include all transportation costs. For out-of-state travel this should include- costs to the airport (shuttle or personal vehicle (include parking costs)), all airline costs (certain airline fees are generally not reimbursable), include baggage fees, cost from your destination airport to your hotel (shuttle, taxi, etc.). Please see pages 5-8 of the Travel Procedures manual

located

at

Travel Policy

Only the most cost effective mode of transportation will be paid. Trips requiring a rental car while on out-of-state travel are infrequent and will be verified by the BO. Please see page 6 Reimbursement for airport parking will be limited to the lowest cost economy uncovered parking available

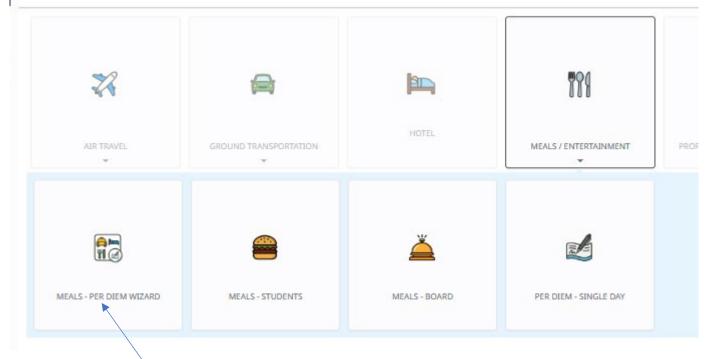


<u>Lodging</u> is paid based on AZ State Per Diem Rates only when traveling more than 50 miles from your duty post, and the following applies.

A link to the lodging rates can be found at **YC Lodging Rates**

- 1. The rates apply to the <u>base</u> lodging rate. Any taxes/fees/mandatory resort fees will also be paid.
- 2. If staying at a conference designated hotel, then the AZ State Per Diem rates can be exceeded.
- 3. When making lodging reservations, ask for the "state" or "government" rate

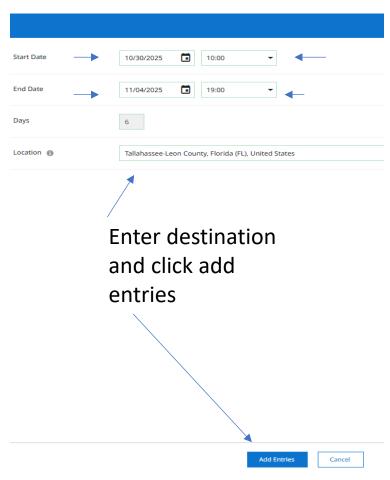
Add Pre-Approval Types

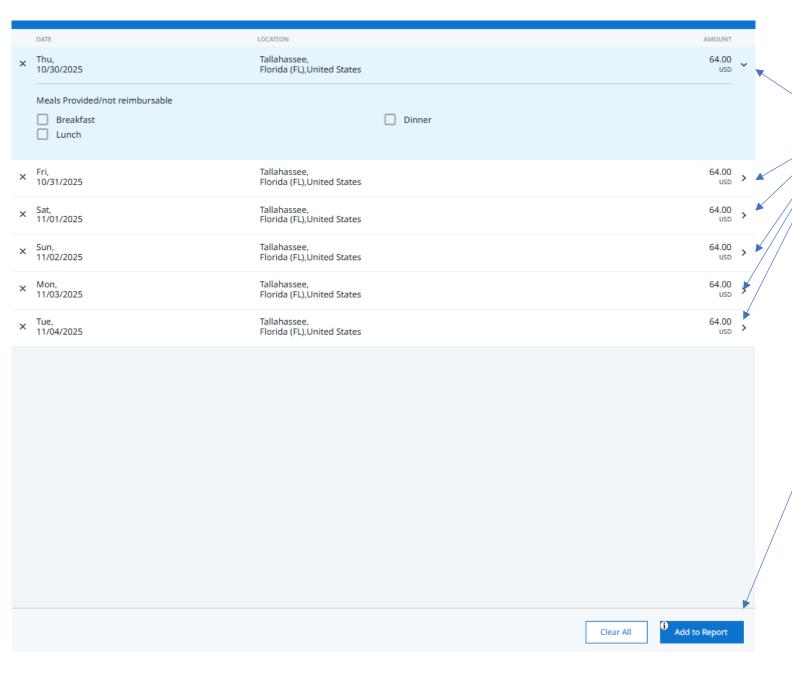


For chose

Meal per Diem Wizard

Enter dates of trip, time you're leaving for the airport, and the time for when you're returning home. (note this is Military Time)





Open each day and click which meals you're <u>not eligible</u> for.
Complete this for each day.

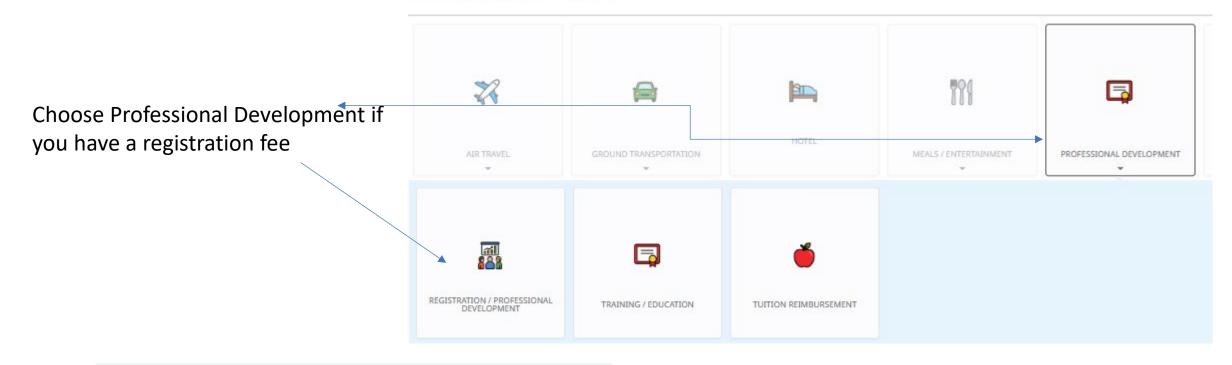
Click add to Report

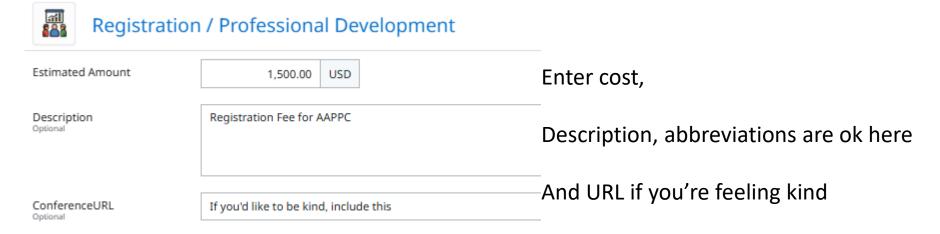
Meals are paid only when on overnight travel and based on the AZ State Per Diem rates. Rules regarding allowable meals can be found on page 13 of the Travel Procedures manual located at

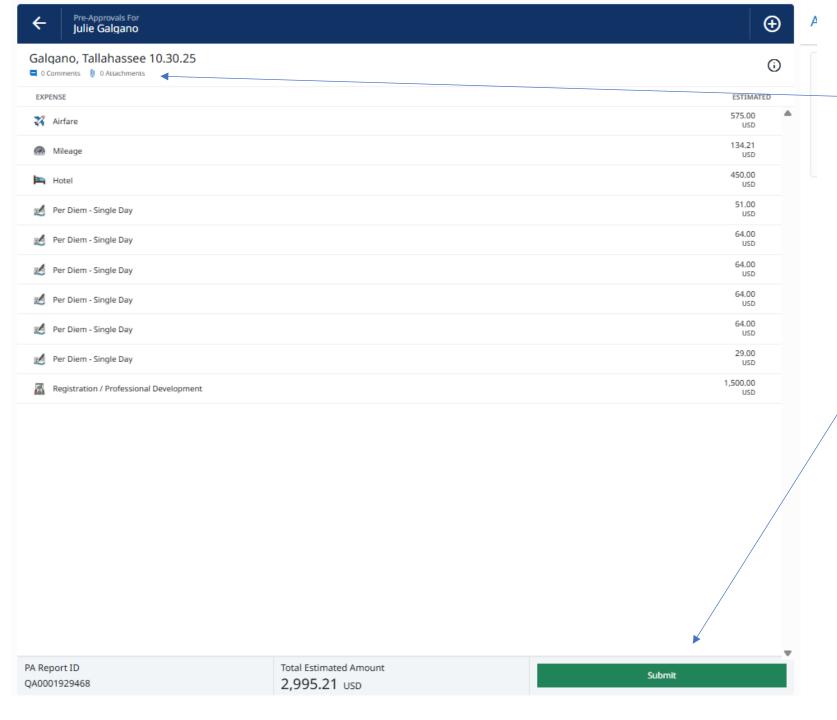
YC Travel Procedure see page 13

Any meals provided by a conference/activity or hotel (including continental breakfast) will not be paid by YC.

Add Pre-Approval Types







Add attachments by clicking here.

Required attachments are:

- Conference information (Agenda, dates, costs etc.)
- 2) Information on hotel estimate
- 3) Airline/Car Rental/Transportation information

Once you've added documentation for your Airfare, Hotel, and Registration (in this example)

Click Submit and then Submit again- And you're DONE!

